

**BOARD OF REGISTERED NURSING**

P O Box 944210, Sacramento, CA 94244-2100

TDD (916) 322-1700

Telephone (916) 322-3350

www.rn.ca.gov

Ruth Ann Terry, MPH, RN

Executive Officer

**APPLICATION FEE SCHEDULE for EXAMINATION**

Submit the correct **TOTAL FEE** with your application, made payable to the **Board of Registered Nursing** by check or money order (U.S. currency). **The fee IS NOT refundable since it is an earned fee** for evaluation of your application and processing of the fingerprint card. The portion of the fee for processing the fingerprint card or Live Scan process is subject to change without notice by the California Department of Justice.

PLEASE NOTE: There are **two (2) methods available** for completing the fingerprint requirement: (1) Live Scan or (2) Fingerprint Card (Hard Card) process. The fees payable to the Board depend on which fingerprint process you select. (Fingerprint instructions are enclosed.)

Method 1**“LIVE SCAN” APPLICATION PROCESS****Application for Licensure by EXAMINATION ONLY**

Application	<u>\$ 75.00</u>
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TOTAL FEE payable to: BOARD OF REGISTERED NURSING:	\$ 75.00
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Application for Licensure by EXAMINATION and INTERIM PERMIT

Application	\$ 75.00
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Request for Interim Permit	<u>\$ 30.00</u>
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TOTAL FEE payable to: BOARD OF REGISTERED NURSING:	\$105.00
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NOTE: Applicants are required to pay the fingerprint processing and live scan fees at the live scan site in addition to the application fee payable to the Board of Registered Nursing.

OR**Method 2****“FINGERPRINT CARD (Hard Card)” APPLICATION PROCESS****Application for Licensure by EXAMINATION ONLY**

Application	\$ 75.00
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One Fingerprint Card	<u>\$ 32.00</u>
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TOTAL FEE payable to: BOARD OF REGISTERED NURSING:	\$107.00
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Application for Licensure by EXAMINATION and INTERIM PERMIT

Application	\$ 75.00
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One Fingerprint Card	\$ 32.00
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Request for Interim Permit	<u>\$ 30.00</u>
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TOTAL FEE payable to: BOARD OF REGISTERED NURSING:	\$137.00
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Examination Application Requirements Checklist

Applicants must provide the following:

- ☐ Appropriate **Fees**.
- ☐ Completed **Application for Licensure by Examination**.
- ☐ Completed fingerprints using either the **Live Scan Process** or the **Applicant Fingerprint Card (Hard Card)** processing method as directed in the INSTRUCTIONS FOR SUBMITTING FINGERPRINT CARDS. Submit the appropriate nonrefundable TOTAL FEE as directed on the attached Application Fee Schedule.
- ☐ One recent 2" x 2" passport-type **photograph**.
- ☐ Completed **confirmation card** to confirm receipt of application by the Board.
(OPTION NOT AVAILABLE FOR APPLICATIONS OBTAINED VIA THE BOARD WEB SITE.)
- ☐ Completed **Request for Accommodation of Disabilities** form(s), if applicable.
- ☐ **Request For Transcript** form(s) completed and forwarded directly from the nursing school(s) with certified transcripts.
- ☐ **If applicable, documents and/or letters explaining prior convictions or disciplinary action and attesting to your rehabilitation as directed in Section II of the General Information and Instructions.**
- ☐ **For International Graduates:**
 - A.) Send **Breakdown of Educational Program for International Nursing Programs** form to your school with the **Request for Transcript** form. Also, provide the **Certified English Translation** form to your certified translator if your transcript is not in English. (See Supplemental Application Instructions for International Graduates.)
 - B.) Submit a copy of your **license or diploma** that allows you to practice professional nursing in the country where you were educated. If you do not hold a license, a written explanation is required. Also, provide copies of your certificates for midwifery and psychiatric nursing, if applicable.

Board Address & Web Site

Mailing Address: Board of Registered Nursing
P.O. Box 944210
Sacramento, CA 94244-2100

Street Address for overnight or in-person delivery:
Board of Registered Nursing
400 R Street, Suite 4030
Sacramento, CA 95814-6239

Web Site: **www.rn.ca.gov**

The Nursing Practice Act (NPA) is available on the Board's web site.

Many licensing questions are answered on the web site. Due to the heavy volume of telephone calls to the Board, we encourage use of the web site to avoid busy signals or long waits.

CALIFORNIA BOARD OF REGISTERED NURSING APPLICATION FOR LICENSURE AS A REGISTERED NURSE

General Information and Instructions

By Examination

I. **INTRODUCTION**

You must take the National Council Licensure Examination (NCLEX-RN) if you have never been licensed as a registered nurse in another state or if you have not passed the national licensing examination. If you are licensed in Canada you must take the NCLEX-RN unless you have passed an acceptable five-part Canadian examination. You must have completed an educational program meeting all California requirements. If you are lacking any educational requirements, you must successfully complete an approved course in that subject before taking the examination.

The NCLEX-RN is administered by Computerized Adaptive Testing (CAT) and is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. With CAT, there is continuous, year-round testing, allowing eligible candidates to schedule their own examination on a date and at the location of their choice. Examination applicants should submit their application to the Board at least four (4) months prior to when they wish to take the examination to allow time for processing and receipt of all required documents. Note: Application processing times vary depending on workload volumes received.

The Board will evaluate your application and, if found eligible, you will be provided an NCLEX-RN Examination Candidate Bulletin with important and detailed instructions regarding the registration process with the NCLEX testing service.

PLEASE NOTE: All NCLEX examination registrations with the NCLEX testing service will remain effective for a 365-day time period. Candidates who are not made eligible by our Board within the 365-day time period will forfeit their registration and fee with the NCLEX testing service. The Board encourages candidates to wait until they are made Board eligible before registering with the NCLEX testing service.

PLEASE NOTE THE FOLLOWING IMPORTANT ISSUES:

- Processing times may vary, depending on when the Board receives documents from schools, agencies, and other states or countries. The time to process an application indicating a prior conviction(s) may take longer than other applications. Delays may also occur with the fingerprint processing by the Department of Justice.
- If you change your name and/or address after submitting an application for licensure, you must notify the Board immediately in order to receive current information. Applicants are required to submit legal documentation of a name change to the Board. Examples of acceptable forms of legal documentation are birth certificate, marriage certificate, divorce decree and/or court documents. A copy of a driver's license, social security card or passport is not acceptable.
- PLEASE NOTE: Your name must match EXACTLY as it appears on your photo identification that you will present at the test center. The same name must also be provided to the NCLEX test service at the time you register in order to prevent delays with issuing your Authorization to Test.
- Pending application files are not public record, therefore an applicant must sign and submit a release of information before the Board will release information to the public (employers,

relatives, or other third parties).

I. **INTRODUCTION - (continued)**

- Once you are licensed, your address of record must be disclosed to the public upon request, under California law.
- Applicant fees are earned; therefore, fees are not refundable even if an applicant is found ineligible.

II. **REPORTING PRIOR CONVICTIONS OR DISCIPLINE AGAINST LICENSES**

Applicants are required under law to report all misdemeanor and felony convictions. "Driving under the influence" convictions must be reported. Convictions must be reported even if they have been expunged under Penal Code 1203.4 or even if a court ordered diversion program has been completed under the Penal Code or under Article 5 of the Vehicle Code. Also, all disciplinary action against an applicant's registered nurse, practical nurse, vocational nurse or other professional license must be reported.

Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license.

When reporting prior convictions or disciplinary action, **applicants are required to provide a full written explanation of:** circumstances surrounding the arrest(s), conviction(s), and/or disciplinary action(s); the date of incident(s), conviction(s) or disciplinary action(s); specific violation(s) (cite section of law if convicted), court location or jurisdiction, sanctions or penalties imposed and completion dates. **Certified** copies of court documents or state board determinations/decisions should also be included.

Note: A certified copy of the arrest report may also be requested. Applicants must also submit a description of the rehabilitative changes in their life, which would enable them to avoid future occurrences.

To make a determination in these cases, the Board considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation.

The burden of proof lies with the applicant to demonstrate acceptable documented evidence of rehabilitation. Examples of rehabilitation evidence include, but are not be limited to:

- Recent, dated letter from applicant describing rehabilitative efforts or changes in life to prevent future problems.
- Letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.
- Letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse.
- Proof of community work, schooling, self-improvement efforts.
- Court-issued certificate of rehabilitation or evidence of expungement, proof of compliance with criminal probation or parole, and orders of the court.

All of the above items should be mailed **directly** to the Board by the individual(s) or agency who is providing information about the applicant. Have these items sent to the Board of Registered Nursing, Licensing Unit, P.O. Box 944210, Sacramento, CA 94244-2100.

II. **REPORTING PRIOR CONVICTIONS OR DISCIPLINE AGAINST LICENSES** - (continued)

It is the responsibility of the applicant to provide sufficient rehabilitation evidence on a timely basis so that a licensing determination can be made. All evidence of rehabilitation must be submitted prior to being found eligible for an examination.

An applicant is also required to immediately report, in writing, to the Board any conviction(s) or disciplinary action(s) which occur between the date the application was filed and the date that a California registered nursing license is issued. Failure to report this information is grounds for denial of licensure or revocation of license.

NOTE: The application must be completed and signed by the applicant under the penalty of perjury.

III. **INSTRUCTIONS FOR SUBMITTING A FINGERPRINT CARD OR LIVE SCAN PROCESS**

All applicants for licensure by examination are required to complete and submit one set of fingerprints. All requests from the Board of Registered Nursing for background checks of applicants must be submitted to the Department of Justice (DOJ) either by Live Scan or on an Applicant Fingerprint Card (Hard Card). The Applicant Fingerprint Card (Hard Card) or Request for Live Scan Service Applicant Submission form (BCII 8016) must be submitted in the **same name** as shown on your application for licensure.

There are **two (2) methods available** for completing the fingerprint requirement:

Method 1 -- Live Scan Process

For applicants residing in or near California, the Board of Registered Nursing recommends you use Live Scan to submit your fingerprints in order to shorten the time for your fingerprint process. Applicants must complete and submit the Request for Live Scan Service Applicant Submission form (BCII 8016) at a Live Scan site. Simply complete the attached triplicate form for Live Scan service or download 3 copies from our web page, complete the sections marked with a red X, and take it to a Live Scan site along with your fee for processing.

Processing Fee for Live Scan Service:

The fee for the Live Scan service varies, so please contact the Live Scan site directly to obtain the correct information. To see a listing of the California Department of Justice (DOJ) applicant Live Scan agency locations, fees and hours of operation, go to www.ag.ca.gov/fingerprints/publications/contact.pdf.

When using the Live Scan process, the fingerprint processing fee must be paid at the Live Scan site when you provide your live scan fingerprints. Do not send your fingerprint processing fee to the Board. Please be aware that these processing fees are in addition to the "rolling" fee charged by the Live Scan operator.

Once your fingerprints have been scanned and you have completed the sections marked with a red X, the Live Scan operator will complete this triplicate form or the downloaded copies and return the second and third copies to you. **The second copy of this form must be submitted to the Board with your application as proof of complying with the Fingerprint requirement in order for the Board to process your application.** You may retain the third copy for your records.

Using Live Scan can speed your licensure because the Board receives fingerprint results from this new technology much quicker than through the manual fingerprint card process. On average, Live Scan results take 1-2 weeks, while manual fingerprint cards can take 1-2 months. (Processing times at DOJ vary.)

III. INSTRUCTIONS FOR SUBMITTING A FINGERPRINT CARD OR LIVE SCAN PROCESS - (continued)

Method 2 -- Applicant Fingerprint Card (Hard Card)

Applicants must complete all items which are marked by a black "X" on the card. To facilitate prompt and accurate processing of the fingerprint card by the DOJ, type or print legibly in BLACK INK all requested information on the card. If any color other than black is used, the card will be rejected and another card will have to be completed and submitted.

Use the abbreviations listed below for the physical description items:

- **Height (HGT)** - Express in feet and inches. Do not use fractions of an inch; round off to the nearest inch. DO NOT USE THE METRIC SYSTEM. Correct example: 5' 9".
- **Weight (WGT)** - Express in pounds. Do not use fractions of a pound; round off to the nearest pound. DO NOT USE THE METRIC SYSTEM. Correct example: 139 lbs.
- **Color of EYES** -

Black	BLK	Gray	GRY
Blue	BLU	Green	GRN
Brown	BRN	Hazel	HZL
- **Color of HAIR** -

Bald	BAL	Gray	GRY
Black	BLK	Red/ Auburn	RED
Blonde	BLN	Sandy	SDY
Brown	BRN	White	WHI

Each applicant MUST have his/her fingerprints imprinted only in BLACK INK on each fingerprint card. Fingerprints should be taken at a local law enforcement agency. There may be a fee for this service. We advise that you should call first as to a convenient time.

DO NOT FOLD FINGERPRINT CARD. Use a 9" X 12" envelope to return your completed application and fingerprint card with fees. Write "DO NOT FOLD" on the envelope. If your card is folded, you will need to complete and submit a new fingerprint card. THIS WILL CAUSE A DELAY IN DETERMINING YOUR ELIGIBILITY FOR EXAMINATION OR LICENSURE.

Fingerprint Processing Fee for Applicant Fingerprint Card (Hard Card):

The fingerprint processing fee is in addition to the application fee. This fee is not refundable and is subject to change by the DOJ without notice.

The appropriate fingerprint processing fee is payable to the Board of Registered Nursing by check or money order in U.S. currency. The application fee and fingerprint fee may be combined and submitted to the Board with one check or money order in U.S. currency. (See Licensure by Examination fee schedule.)

IV. **COMPLETING THE CONFIRMATION CARD**

The Board will acknowledge receipt of an application if the applicant completes and affixes the proper postage to the CONFIRMATION CARD. This card is being provided as an optional service.

V. **SOCIAL SECURITY NUMBER**

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c)(2)(C)) authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination where licensure is reciprocal with the requesting state. **If you fail to list your social security number, your application for initial or renewal license will not be processed.** You will also be reported to the Franchise Tax Board, which may assess a \$100 penalty against you. Questions regarding the Franchise Tax Board should be directed to (800) 852-5711.

VI. **INTERIM PERMIT**

First-time examination candidates may apply for an Interim Permit to work while awaiting the results of their examination. Important facts to keep in mind about Interim Permits:

Interim Permits cannot be issued until all nursing requirements are completed and the applicant has been found eligible for the examination. Interim Permits will be issued one time only and are valid for no longer than six months.

"A permittee shall practice under the direct supervision of a registered nurse who shall be present and available on the patient care unit during all the time the permittee is rendering professional services. The supervising registered nurse may delegate to the permittee any function taught in the permittee's basic nursing program which, in the judgment of the supervising registered nurse, the permittee is capable of performing." (Section 1414(c), Title 16, California Code of Regulations.)

Interim Permits expire immediately if an applicant fails the examination. "An Interim Permit is not renewable and is in effect to the expiration date or until the results of the examination are mailed, at which time it becomes null and void." If test results are mailed before the end of the six months, the Interim Permit expires immediately. (Section 1414(b), Title 16, California Code of Regulations.)

To qualify for an Interim Permit, the examination applicant must submit:

1. Appropriate **Fees**.
2. **Application for Licensure by Examination**.
3. One completed **Fingerprint Card (Hard Card)** or **second copy of the Live Scan Service Applicant Submission form (BCII 8016)**.
4. For International Graduates, a copy of your **license or diploma** that allows you to practice professional nursing in the country **where you were educated**.
5. Proof of passage of an English comprehension examination if you are from a non-English speaking country or did not take your country's licensing examination in English. Passage of the Test of English as a Foreign Language (TOEFL) is acceptable. It is suggested that if you decide to take the TOEFL, you should apply as soon as possible as it takes several months from the time of filing until your TOEFL results are received. TOEFL is located at Box 6151, Princeton, NJ 08541-6151; phone number (609) 771-7100. You may also visit their web site at www.toefl.org.

VII. REQUEST FOR TRANSCRIPT

Mail the **Request for Transcript** form to your nursing school(s) with the fee required by the school. **The official transcripts must include all completed coursework and reflect the degree awarded and date conferred.** Transcripts are **not accepted** from applicants or if stamped "issued to student."

CALIFORNIA GRADUATES:

- The **Request for Transcript** form must be completed by your nursing school with official transcripts showing degree awarded and date conferred.

CALIFORNIA NON-GRADUATES AND LVN-30 UNIT OPTION:

- The **Request for Transcript** form must be completed by your nursing school with official transcripts showing completion of all nursing requirements.

APPLICANTS EDUCATED OUTSIDE THE U.S.:

- Transcripts received from the school in a foreign language will require an English translation by a certified translator or translation service. (See Translation of International Academic Credentials instructions.)
- Transcripts are required from all colleges and/or universities you attended that reflect courses required for a degree in nursing, including general education course requirements and all nursing courses. Transcripts must be received and evaluated by the Board prior to being found eligible for the NCLEX examination.
- Your education must meet the requirements for California licensure. If any deficiencies are identified, you must complete an approved course(s) prior to being found eligible for the examination.
- Education as a medical doctor is not acceptable to meet registered nursing requirements.
- The Commission on Graduates of Foreign Nursing Schools examination is not required by the Board to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Note: To ensure the earliest possible examination date, request the transcript from your school(s) well in advance because some applicants have found that it can take up to 4-6 months to obtain complete transcripts.

You need to allow sufficient time to obtain additional information from the school in case the transcript is not complete or the Board needs more information regarding your completed program. Transcripts must be submitted from all nursing programs attended, such as midwifery or psychiatric programs. The transcripts must also include the clinical portion of an applicant's education.

U.S. GRADUATES OTHER THAN CALIFORNIA:

- If you are a graduate from a U.S. school in a state other than California, transcripts are required from all colleges and/or universities you attended that reflect courses required for a degree in nursing, including general education course requirements and all nursing courses. Transcripts must be received and evaluated by the Board prior to being found eligible for the examination.
- Your education must meet the requirements for California licensure. If any deficiencies are identified, you must complete the coursework prior to being found eligible for the examination.

VIII. **EDUCATIONAL REQUIREMENTS**

NOTE: For California licensees who wish to seek licensure by endorsement to another state, please be advised that other states requiring graduation from a nursing program **MAY NOT ACCEPT** the California license of California Non-Graduates, LVN-30 Unit Option, and Corpsmen.

U.S. GRADUATES, CALIFORNIA NON-GRADUATES, and APPLICANTS EDUCATED OUTSIDE THE U.S. COMPLETING NURSING REQUIREMENTS:

- Section 2736 of the Business and Professions Code states that applicants must have satisfactorily completed instruction in an accredited school of professional nursing that meets California's educational requirements.

CALIFORNIA SCHOOLS - LVN-30 UNIT OPTION:

- A copy of your current license to practice as a Licensed Vocational Nurse is required, as well as the year first licensed.
- Following LVN licensure, you must have completed professional registered nursing courses in a California school accredited by the Board which is beyond the first year and includes **theory** with **concurrent clinical practice** in advanced medical-surgical, mental health, psychiatric and geriatric nursing, physiology, and microbiology.
- Courses required for vocational nurse licensure do not count toward fulfillment of the **additional** RN educational requirements.

CORPSMEN:

Pursuant to Section 1418 of the Business and Professions Code, corpsmen must meet the same theory and clinical qualifications as that of a registered nurse. As a result, those applicants applying for licensure based on military training and experience may not meet the minimum qualifications for licensure.

The Board suggests that you contact a college in your area regarding your educational background. The college may be able to advise you if you will be able to use any of your course work and/or training toward a degree in registered nursing.

Also, you may want to contact the Board of Vocational Nursing and Psychiatric Technicians to inquire about licensure requirements for a licensed vocational nurse. That board may be contacted at (916) 263-7800 and is located at 2535 Capitol Oaks Drive, Suite 205 Sacramento, CA 95833. You may also visit their web site at www.bvnpt.ca.gov.

If you choose to submit an application for licensure, your fees will be nonrefundable and your application will be evaluated.

- Please mail the Request for Transcript form to the school of nursing with the fee required by the school.
- Transcripts must be received and evaluated by the Board prior to being found eligible for the examination.

If you have any questions, please contact the Board of Registered Nursing at (916) 322-3350.

IX. **CANDIDATES WITH DISABILITIES – REQUEST FOR ACCOMMODATIONS**

The California Fair Employment and Housing Act¹ (“FEHA”) grants qualified individuals with disabilities who participate in the examination process protection from unlawful discrimination.

More specifically, the FEHA protects individuals with physical or mental disabilities, cosmetic disfigurement or anatomical loss or individuals regarded as or with a record of any disability who is able to perform the essential functions in an examination setting for the NCLEX-RN with or without an accommodation. A disability is a limitation of a major life activity that makes achievement difficult, requires special education or services, or affects social activities or interactions. Impairments that are not disabilities are sexual behavior disorders, compulsive gambling, kleptomania, pyromania, substance abuse disorders resulting from current and unlawful use of controlled substance.

While the board is not required to allow an accommodation that fundamentally alters the nature of the examination, the board will grant any reasonable accommodation and engage in an interactive process with each applicant who requests an accommodation to ensure that individuals with disabilities are able to meaningfully participate in the examination process.

The board will make any reasonable modifications to its policies, practices, and procedures to accommodate an individual with a disability.

The board is not able to provide reasonable accommodations to individuals unless the board is made aware of the individual’s need. An applicant who needs an accommodation to be able to participate in the examination, must advise the board by the time of application for the examination. This notification should include sufficient documentation to enable the board to determine whether or not the requested accommodation is reasonable and will not fundamentally alter the nature of the examination.

The board is prohibited by law from requiring an individual with a disability to accept an accommodation if the individual chooses not to accept it.

If you have a disability which may require accommodations of the examination process or access to the examination center, you must submit with your application the following REQUIRED information:

1. A **Request For Accommodation Of Disabilities** form completed and signed by the applicant. This form is included in the application packet.
2. A **Professional Evaluation And Documentation Of A Disability** form completed and signed by a professional evaluator or equivalent information on original letterhead stationery of the evaluator. This form is included in the application packet.
3. If applicable, a **Nursing Program Verification** form indicating what accommodation(s) were granted in testing procedures during the nursing program. This form should be completed and signed by the nursing program Dean or Director or their designee or equivalent information on original letterhead stationery of the nursing program. This form is included in the application packet.

The required information must be completed and submitted with your application or your examination could be delayed. If you have any questions, you may contact the Testing Coordinator by writing to the Board address, Attn: Testing Coordinator, or by calling (916) 322-3350.

Any examination accommodations, including aids brought into the testing center must have **pre-approval** of the Board.

¹The California Fair Employment and Housing Act as amended by AB2222, Government Code section 12900 et seq. effective January 1, 2001, grants applicants participating in a licensure examination more protection from unlawful discrimination than the federal Americans With Disabilities Act.

**BOARD OF REGISTERED NURSING**

P O Box 944210, Sacramento, CA 94244-2100

TDD (916) 322-1700

Telephone (916) 322-3350

www.rn.ca.gov



Ruth Ann Terry, MPH, RN
Executive Officer

APPLICATION FOR LICENSURE BY EXAMINATION**READ ALL DETAILED INSTRUCTIONS**

For Office Use Only

1. Submit the APPROPRIATE FEE. (See attached fee schedule.)
Please submit a check or money order in U.S. CURRENCY only. DO NOT SEND CASH.
2. Attach a recent 2" x 2" passport type photograph where indicated on the back of this application.
3. Submit one (1) completed fingerprint card or Live Scan Service Applicant Submission form.
4. LVN-30 Unit Applicants: Attach a photocopy of your current active LVN license.
5. International Graduates: Attach a photocopy of your license or diploma that allows you to practice professional nursing in the country where you were educated.

FP Cards Recd: 0 1 Live Scan Form: _____ By _____
 FP Fee Recd: Y N By _____
 Transcript(s) Recd: _____ Approved _____ By _____
 License Recd: _____ Approved _____ By _____
 Photo Recd: _____ Approved _____ By _____
 School Code: CA: _____ By _____

PRINT OR TYPE

LAST NAME:		FIRST NAME:		MIDDLE NAME:	
ADDRESS: Number and Street					DATE OF BIRTH: (Month/Day/Year)
City	State	Country	Postal/Zip Code	SOCIAL SECURITY NUMBER:**	
TELEPHONE NUMBER: Home () Alternate ()		PREVIOUS NAMES: (Including Maiden)		MOTHER'S MAIDEN NAME: (Last Name Only)	
E-MAIL ADDRESS:			<input type="checkbox"/> SPECIAL TESTING ACCOMMODATION IS REQUESTED If checked, attach appropriate documentation		
COLOR OF EYES:	HEIGHT: FT: IN:	PRIMARY LANGUAGE:		YEAR GRADUATED HIGH SCHOOL OR PASSED GED:	

PROFESSIONAL EDUCATION

NAME AND ADDRESS OF PROFESSIONAL REGISTERED NURSING SCHOOL:		CALIFORNIA NON-GRADUATES	
Name of Nursing School		Date Nursing Requirements Completed:	
Number and Street		Month _____ Day _____ Year _____	
City State Country Postal/Zip Code		CORPSMEN	
TYPE OF PROGRAM:		Date Advanced Course Completed:	
<input type="checkbox"/> ASSOCIATE DEGREE <input type="checkbox"/> DIPLOMA <input type="checkbox"/> BACCALAUREATE DEGREE <input type="checkbox"/> MASTERS DEGREE/NURSING		Month _____ Day _____ Year _____	
Entrance Date _____ Graduation Date _____		Advanced Rating No: _____	
		CALIFORNIA LVN 30-UNIT OPTION	
		Completion Date of 30 RN Units:	
		Month _____ Day _____ Year _____	

**** SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT**

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA (c)(2)(C)) authorizes collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, your application for initial or renewal license will not be processed and you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

(Questions on both sides of page)

NAME OF APPLICANT: _____

Questions on both sides of page)

Have you ever been licensed by examination as an RN in another state? If yes, STOP. Do not continue. You must apply for licensure by endorsement.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever applied for RN licensure in California? If yes, Month _____ Year _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever applied for or taken an RN examination in another state/territory? If yes, State/Territory _____ Month _____ Year _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been denied an RN or any other health-care related license in any state/territory? If yes, State/Territory _____ Month _____ Year _____ Type of License _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been licensed as an LVN or any health-care related license/certificate in California? If yes, Month _____ Year _____ License Type _____ License # _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever had disciplinary proceedings against any license as a RN or any health-care related license including revocation, suspension, probation, voluntary surrender, or any other proceeding in any state or country? If yes, please provide a detailed written explanation, including the date and state or country where the discipline occurred.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted of any offense other than minor traffic violations? If yes, explain fully as described in the applicant instructions. Convictions must be reported even if they have been expunged under Penal Code Section 1203.4 or if a diversion program has been completed under the Penal Code or Article 5 of the Vehicle Code. Traffic violations involving driving under the influence, injury to persons or providing false information must be reported. The definition of conviction includes convictions of following a plea of nolo contendere (no contest), as well as pleas or verdicts of guilty. <u>YOU MUST INCLUDE MISDEMEANOR AS WELL AS FELONY CONVICTIONS.</u>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

REQUEST FOR INTERIM PERMIT☐ **Check here if requesting an Interim Permit.***If checked, an additional Interim Permit fee is required. (See the attached fee schedule.)**"A permittee shall practice under the direct supervision of a registered nurse who shall be present and available on the patient care unit during all the time the permittee is rendering professional services..." (Section 1414(c) Title 16, California Code of Regulations.)*

First-time examination candidates may apply for an Interim Permit to work while awaiting the results of their examination. Interim Permits cannot be issued until all nursing requirements are completed and the applicant has been found eligible for the examination. Interim Permits will be issued one time only.

Interim Permits are null and void as soon as examination results are mailed to the applicant. Interim Permits are valid for no longer than six months. If test results are mailed before the end of the six months, the Interim Permit expires immediately. (Section 1414(b), Title 16, California Code of Regulations.)

I understand that I am required to report immediately to the California Board of Registered Nursing if I am convicted of **ANY** offense that occurs between the date of this application and the date that a California registered nurse license is issued. I am also required to report to the California Board of Registered Nursing any disciplinary action and/or voluntary surrender against **ANY** health-care related license/certificate that occurs between the date of this application and the date that a California registered nurse license is issued. I understand that failure to do so may result in denial of this application or subsequent disciplinary action against my license/certificate.

I certify, under penalty of perjury under the laws of the State of California, that all information provided in connection with this application for licensure is true, correct and complete. Providing false information or omitting required information is grounds for denial of licensure or license revocation in California.

Attach a recent 2"x2"
passport type photograph.

Please tape on all four sides.

Head and shoulders only

SIGNATURE OF APPLICANT_____
DATE

**BOARD OF REGISTERED NURSING**

P O Box 944210, Sacramento, CA 94244-2100

TDD (916) 322-1700

Telephone (916) 322-3350

www.rn.ca.gov



Ruth Ann Terry, MPH, RN
Executive Officer

REQUEST FOR TRANSCRIPT

TO APPLICANT: Send this form to your basic school(s) of nursing. If you need to contact more than one school, this form may be reproduced. Transcripts are required from each school where nursing requirements or general education courses were completed. Transcripts must include all completed coursework, clinical practice of training and reflect the degree awarded. Your school may require a processing fee.

A. TO BE COMPLETED BY APPLICANT

LAST NAME:		FIRST NAME:		MIDDLE NAME:	
ADDRESS: Number and Street				DATE OF BIRTH: (Month/Day/Year)	
City	State	Country	Postal/Zip Code	SOCIAL SECURITY NUMBER:	
PREVIOUS NAMES: (Including Maiden)					
NAME OF PROFESSIONAL REGISTERED NURSING SCHOOL:				YEARS ATTENDED:	
LOCATION: City	State	Country	Postal/Zip Code	YEAR GRADUATED:	

SIGNATURE OF APPLICANT: _____ **DATE:** _____

B. TO BE COMPLETED BY THE OFFICE OF THE SCHOOL OFFICIAL RELEASING TRANSCRIPTS

The above applicant has applied for a license to practice as a registered nursing in California. Please provide the following information and attach a complete official transcript. Please mail to the Board of Registered Nursing at the above address.

DO NOT SIGN OR SUBMIT THIS FORM PRIOR TO COMPLETION DATE OF THE REGISTERED NURSING PROGRAM.

ENTRANCE DATE:	DATE DIPLOMA/ DEGREE AWARDED:	DATE NURSING REQUIREMENTS COMPLETED:
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If degree received prior to entering nursing program, list name of school and type of degree:

NAME OF SCHOOL:	TYPE OF DEGREE:
------------------------	------------------------

SIGNATURE OF SCHOOL OFFICIAL: _____ **DATE:** _____

TITLE: _____

NOTE: ALL INTERNATIONAL NURSING PROGRAMS: Please include Breakdown of Educational Program for International Nursing Programs form. Transcripts received from the school in a foreign language will require an English translation by a certified translator or translation service. **The original foreign language transcript and the English translation of the transcript must both be sent to the Board of Registered Nursing.**

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TO: ALL APPLICANTS EDUCATED OUTSIDE THE UNITED STATES

FROM: CALIFORNIA BOARD OF REGISTERED NURSING

SUBJECT: SUPPLEMENTAL APPLICATION INSTRUCTIONS

Applicants who have graduated from schools outside the United States may face unique problems as they attempt to complete their application for California licensure. This document is intended to provide suggestions and information to assist with those special problems.

Application Submission

The Board strongly recommends that you try to ensure that your application, school transcript(s), and all other required documents reach the Board as soon as possible to prevent delays in issuing an interim permit, temporary or permanent license. In some instances, delays and difficulties may be encountered when requesting documentation for those who have graduated from an international nursing program.

In many cases, the Board must obtain additional information from the school in order to clarify course content and/or curriculum requirements. We may also request clarification for the amount of theory and clinical training completed. Also, additional information is required if the applicant is the first graduate from their school of nursing to apply for California licensure. The schools curriculum, catalogs and/or other documents may be requested to evaluate the programs content (these items are in addition to the individuals nursing transcripts.)

Obtaining additional information from the school may take from one to six months, depending on the responsiveness of the school and allowing for mail time. All requirements must be met in order for an interim permit or permanent license to be issued.

Requesting Transcripts

When submitting the "Request for Transcript" form to your school of nursing, please include the "Breakdown of Educational Program for International Nursing Programs" form. Both forms do not take the place of a complete, official transcript. The transcripts should include all completed coursework (both theoretical and clinical practice). All training documents must come directly from the school of nursing. Training documents from applicants are not acceptable.

Commission of Graduates of Foreign Nursing Schools (CGFNS)

The Board does not require applicants to pass the Commission on Graduates of Foreign Nursing Schools (CGFNS) examination in order to be licensed in California. Although, if you have been evaluated by CGFNS, the Board will accept official copies of your nursing transcripts (including the clinical portion of your training) from this organization. Requests must be made in writing, and the appropriate CGFNS fee must be included for this service.

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Translation of International Academic Credentials

For the Board to fairly evaluate compliance with California requirements, any applicant with non-English, non-U.S. academic credentials must provide both 1) original, certified transcripts and 2) certified translations of those original transcripts and academic documents. **Original language transcripts must be forwarded directly from the school of nursing and sent directly to the Board (photocopies are not accepted).** When requesting official transcripts and academic documents, an applicant whose education was completed at an institution in a bilingual country where English is one of the official languages, may be able to avoid the necessity of arranging for a translation by asking the school to generate an English language version of the transcript. Please note that in this instance, the original language transcript must accompany the English translation and be forwarded directly to the Board.

Applicants must have their transcripts translated by an independent, professional translator who is not related to the applicant. Each translator must provide an original declaration with each translation attesting to his/her fluency in the particular language and certifying under penalty of perjury that the translation is complete and accurate to the best of the translator's ability and knowledge. (See attached form.) The Board refers applicants with non-English academic credentials to one of the following sources for translation:

- 1. Translator accredited by the American Translators Association (ATA):** The ATA accredits individual translators by examination. Although accreditation is available only to individuals, ATA membership includes not only individuals but also companies that employ accredited translators. An accredited translator must sign the translation and declaration in the presence of a Notary Public, unless the translation is a service provided by a known translation agency which affixes the document with its own official seal. ATA membership includes accredited translators residing in the US, Canada, Mexico, and overseas. Although the ATA does not make referrals, a listing of accredited translators and member companies is available through its web site at www.atanet.org. The ATA may be reached by phone at 703-683-6100 or by e-mail at ata@net.org.
- 2. Certified or registered court interpreter:** Some state court systems offer examinations for certification or registration of court interpreters. In California, the Judicial Council is charged with these functions. Information on court interpreters is available through the Judicial Council at 415-865-7530. General information is available via its web site, www.courtinfo.ca.gov. The Judicial Council has contracted with Cooperative Personnel Services (CPS) for examination and certification of Certified Administrative Hearing and Medical Interpreters. A master list of these interpreters is available at the CPS web site, www.cps.ca.gov, or telephone at 916-263-3600. The court interpreter must sign the translation and declaration in the presence of a Notary Public. Applicants residing outside California but within the United States may call the National Center for State Courts at 757-259-1517 for information on certification and registration of interpreters in other states.

Applicants who present documents in a language for which accredited translators or certified/registered court interpreters are not readily available may require special assistance. The usual next step is to inquire at the nearest consulate representing the nation in which the documents originated.

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**CERTIFIED ENGLISH TRANSLATION***Name of Applicant:*

LAST NAME:	FIRST NAME:	MIDDLE NAME:
PREVIOUS NAMES: (Including Maiden)		DATE OF BIRTH: (Month/Day/Year)

TO BE COMPLETED BY TRANSLATOR

I, _____, solemnly declare, under penalty of perjury, that to the best of my knowledge and belief the English-language translation of the _____ language documents named below are true, accurate and complete.

Please list translated documents below: (*i.e. transcripts, license, diploma, curriculum, etc.*)

These documents have been translated by: _____
(Print name)

Please list translator's qualifications, certifications and accreditations below:

I certify, under penalty of perjury under the laws of the State of California, that all above information provided is true, correct and complete and that this declaration is executed at

_____ *this date* _____
(City/State or Country)

Name and Address of Translation Agency: _____

Telephone Number: _____

Web Site: _____

Signature of Translator

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**BREAKDOWN OF EDUCATIONAL PROGRAM FOR INTERNATIONAL NURSING PROGRAMS****PRINT OR TYPE**

STUDENT'S LAST NAME:		FIRST NAME:	MIDDLE NAME:
DATE OF BIRTH: <i>(Month/Day/Year)</i>	PREVIOUS NAMES: <i>(Including Maiden)</i>	HIGH SCHOOL GRADUATION: <i>(Year)</i>	

NAME AND LOCATION OF PROFESSIONAL REGISTERED NURSING SCHOOL:	
ENTRANCE DATE:	GRADUATION DATE:

All of the information requested on this form must be submitted including complete official transcript(s) along with the course description(s)** stated below. Failure to submit all requested documents will result in application processing delays.

	COURSE NUMBER <u>or</u> TITLE	TOTAL NUMBER OF THEORY HOURS OF INSTRUCTION	TOTAL NUMBER OF LAB/CLINICAL PRACTICE HOURS OF INSTRUCTION
ANATOMY & PHYSIOLOGY	_____	_____	_____
MICROBIOLOGY	_____	_____	_____
MEDICAL NURSING **	_____	_____	_____
SURGICAL NURSING **	_____	_____	_____
OBSTETRIC NURSING	_____	_____	_____
PEDIATRIC NURSING	_____	_____	_____
PSYCHIATRIC NURSING	_____	_____	_____

**** Send course description(s) attached to this form showing evidence of geriatric content in these nursing areas. Failure to submit course description(s) will result in delays in processing the application.**

SIGNATURE OF SCHOOL OFFICIAL: _____ **DATE:** _____
TITLE: _____

(SCHOOL OR HOSPITAL SEAL/STAMP)



3. Based on the disability you have described above, specify the accommodation(s) you are requesting, given the format of the examination (your request must be specific). If you request additional testing time, indicate how much and whether you need to take the exam over a one or two day period:

SIGNATURE: _____ DATE: _____

NOTE: *Your signature is necessary to allow the Board permission to share pertinent information related to your disability with the NCSBN to verify the availability of the accommodation(s) and to the testing service to provide the accommodation(s). All documentation will be considered strictly confidential.*

REQUIRED DOCUMENTATION FOR ACCOMMODATION REQUESTS

You are required to submit documentation from a professional evaluator as defined on the Professional Evaluation and Documentation of Disability form. Verification of the disability must be submitted to the Board of Registered Nursing (the Board) and include the following:

- ◆ Completed **Professional Evaluation and Documentation of Disability** form or all information requested must be provided on the original letterhead stationery of the evaluator.
- ◆ Completed **Nursing Program Verification** form if you were granted testing accommodations for examinations during your nursing program.

You are solely responsible for any costs you may incur in obtaining the required documentation. However, the Board will pay for any testing accommodations that are made for you.

The Board will engage in an interactive dialogue to ensure that your request is processed in accordance with the FEHA requirement.

In order to make the necessary arrangements to accommodate your needs, all requests and supporting documentation must be sent to the Board with your application. The Board must approve all accommodations prior to your test date.

The Board will consider all requests on a case-by-case basis.

You will receive written confirmation of your approved accommodations.

Any inquiries related to accommodations may be directed to the Testing Coordinator at (916) 322-3350.

RETURN THIS COMPLETED FORM AND THE DOCUMENTATION LISTED ABOVE WITH OUR APPLICATION TO:

Board of Registered Nursing
P.O. Box 944210
Sacramento, CA 94244-2100



5. Describe the credentials, education and experience which qualify you, the evaluator, to make the determination of the disability and the recommended accommodation. (See below for description of a qualified evaluator.)

Evaluator's Name (Print): _____ Organization: _____

Evaluator's Signature: _____ Telephone No: _____
(Date) (Area Code)

Type of Professional License or Certificate and Number (if applicable) _____

I. Description of a Qualified Evaluator

The Board will accept evaluations from qualified evaluators. A qualified evaluator cannot be the spouse of the candidate nor related to the candidate. The evaluator must have sufficient experience to be considered qualified to evaluate the existence of and proposed accommodations needed for specific learning disabilities. Guidelines for a qualified evaluator are listed below:

(a) For purposes of physical or mental disabilities, not including learning disabilities, the evaluator is a licensed physician or psychologist with expertise in the area of the disability.

(b) In the case of learning disabilities, a qualified evaluator is one of the following:

A licensed psychologist or physician who has experience working with adults with learning disabilities and who has training in all of the areas described below

OR

another professional who possesses a master's or doctorate degree in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling and who has training and experience in all of the areas described below:

- Assessing intellectual ability level and interpreting tests of such ability.
- Screening for cultural, emotional and motivational factors.
- Assessing achievement level.
- Administering tests to measure attention and concentration, memory, language reception and expression, cognition, reading, spelling, writing and mathematics.

II. Format of Examination

The examination contains objective multiple-choice questions, which are administered by computer in an adaptive format. The examination does not require knowledge of computer operation. The number of questions may vary from a minimum of 75 to a maximum of 265. The maximum five-hour time limit to complete the examination includes the tutorial, sample items and all rest breaks. The first preprogrammed optional break takes place after 2 hours of testing. The second preprogrammed optional break takes place after 3½ hours of testing. The examination is administered at Pearson Professional Centers, which have up to 15 individual computer workstations.

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Executive Officer**NURSING PROGRAM VERIFICATION**

This form is to be completed by the nursing program Dean or Director or their designee if accommodation(s) to testing procedures were granted to this candidate during their nursing program. Original submission of this form is optional. However, if this form is not used, all of the information requested must be provided on original letterhead stationery of the nursing program.

Candidate Name: _____
(First) (Middle) (Last)Birthdate: _____
(Month) (Day) (Year)

Describe the format of examinations administered (e.g., written multiple-choice, essay, oral, etc.) and the accommodation(s) provided to the above candidate for these examinations during their nursing program:

Name of Person Completing Form (Print): _____

Title: _____ Name of School: _____

Telephone No: _____ Signature: _____
(Area Code) (Date)

NCLEX-RN REVIEW RESOURCES

This list of resources is being provided as a service to the applicants and is for informational purposes only. This list may not represent all the reference materials (books, tapes, workshops, etc.) available. These review resources are neither approved nor disapproved by the Board of Registered Nursing. For specific information, please contact the review providers directly.

Provider:	California School of Health Sciences	Phone:	(717) 539-7081
Address:	9778 W. Katella Avenue, Suite 209 Anaheim, CA 92804	Fax:	(714) 539-3982
		Website:	www.hprovider.com
Provider:	Dynasty School	Phone:	(800) 888-8827
Address:	2373 South Hacienda Boulevard Hacienda Heights, CA 91745	Website:	www.dynastyschool.com/
Provider:	Educational Resources, Inc.	Phone:	(800) 292-2273 or (913) 362-4600
Address:	8910 West 62nd Terrace PO Box 29160 Shawnee Mission, KS 66201	Fax:	(913) 362-4627
		Website:	www.eriworld.com/
Provider:	F.A. Davis Company	Phone:	(800) 323-3555
Address:	Davis' NCLEX /RN Success Book 1915 Arch Street Pennsylvania, PA 19103	Website:	www.fadavis.com/
Provider:	Kaplan, Inc.	Phone:	(212) 492-5800
Address:	888 7th Avenue New York, NY 10106	Website:	www.kaplan.com/
Provider:	Lippincott Williams & Wilkins	Phone:	(800) 638-3030 or (301) 223-2300
Address:	PO Box 1600 Hagerstown, MD 21741	Fax:	(301) 223-2320
		Website:	www.lww.com/
Provider:	MEDS Publishing	Phone:	(800) 200-9191 or (301) 476-9666
Address:	4000 Blackburn Lane, Suite 260 Burtonsville, MD 20866	Fax:	(301) 476-9677
		Website:	www.medspub.com/
Provider:	Elsevier	Phone:	(800) 325-4177
Address:	11830 Westline Industrial Drive St. Louis, MO 63146	Website:	www.elsevierhealth.com/
Provider:	National Council's Learning Extension	Phone:	(312) 525-3749
Address:	NCSBN Attn: National Council's Learning Extension 111 E. Wacker Drive, Suite 2900 Chicago, IL 60601	Fax:	(312) 279-1032
		Website:	www.learningext.com
Provider:	Drexel University	Phone:	(800) 666-PREP
Address:	MS 1002 245 N 15 th Street PO Box 5692 Philadelphia, PA 19102	Fax:	(215) 762-8171
		Website:	passnclex.drexel.edu/
Provider:	NCLEX-PASS	Phone:	(818) 563-1935
Address:	CPS – J.B. Cochran, RN, MS, PhD 3005 West Magnolia Boulevard Burbank, CA 91505	Fax:	(818) 563-1895
		Website:	www.nclex-pass.com/

NCLEX-RN REVIEW RESOURCES (Cont.)

Provider: Address:	Nursing Review with Sally Lagerquist, RN, MS PO Box 16115 San Francisco, CA 94116	Phone: Website:	(800) 345-PASS www.reviewfornurses.com/
Provider: Address:	Practice Management Information Corporation 4727 Wilshire Boulevard #300 Los Angeles, CA 90010	Phone: Fax: Website	(800) MED-SHOP or (800) 633-4215 (800) 633-6556 pmiconline.site.yahoo.net/
Provider: Address:	Professional Development System School of Health Sciences 5555 Stearns Street, Suite 207 Long Beach, CA 90815	Phone: Fax: Website	(800) 570-8660 or (714) 220-0752 (714) 220-9726 www.emt2rn.com/
Provider: Address:	Sylvia Rayfield & Associates, Inc. PO Box 4409 Gulf Shores, AL 36547	Phone: Website:	(800) 234-0575 www.sylviarayfield.com/
Provider: Address:	Welcome Back Initiative NCLEX Review Course (In Class, NOT home study or online) Length of course varies California Residents Only Please For eligibility and enrollment please call	Phone: Website:	(866) 372-9707 Los Angeles area www.e-welcomeback.org/
Provider: Address:	Southcal Educational Institute 9550 Flair Dr. Suite 306 El Monte, CA 91731	Phone: Fax:	(626) 575-8580 (626) 575-8511